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OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

5 December 1973

1. The Christmas party guidelines have been established by the Director for 19, 20 and 21 December from 1530 to 1800 hours. Sponsors will be expected to be in attendance and responsible for what happens and to keep things within the bounds of propriety.
2. The Consolidated Charity Fund drive final figure for the Agency is 97.8% of the dollar goal. The DDO at last count had reached 97.78% of their goal.
3. The Director has authorized recipients of the DIM to be taken to lunch in the Executive Dining Room as guests of the Agency.
4. Larry Houston will be awarded the National Security Medal in the auditorium on 17 December at 10 a.m. Invitation is by ticket.
5. At the DDO Staff Meeting on 28 November, Mr. Nelson discussed the Management Committee decision to set aside the proposal to rearrange headquarters parking on a zoned basis vis-a-vis reserved basis. Mr. Nelson supports any effort to improve the present parking arrangement. He emphasized the following: (1) When you are not using your reserved space, be sure to give it to someone who will use it; (2) encourage your employees to participate in car-pooling; (3) there is a need for new parking permits which can be displayed so that they can be seen from the roadway.
6. Mr. Nelson stated his concern about the hiring of retired annuitants who are under contract whereby they receive 90% of their salary. While he did not want to issue a flat no-hire policy, he proposed that this problem be studied further with a view towards curtailment of this type employment. He had no problem with the current practice of hiring annuitants as part-time consultants.
7. OL advises that because of aviation fuel shortages any air shipments in excess of 500 lbs. must be validated as priority I.
8. Needless to say, because of the unsettled conditions in the Middle East, employees are discouraged from nonofficial travel in that area.
9. Summer-only employment applications have reached 290 vs. a hiring limitation of 200.
10. The regular DDO staff meeting was canceled for 5 December.

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11. The letter bomb threat has reappeared. Word has been received that targets are U. S. Government officials and oil executives.

12. Please make sure you read book cable 486943, pertaining to a requirement for the field to report by 10 December the names of Agency employees who anticipate retiring through 30 June 74.

13. We are still holding the proposed book dispatch which would authorize stations to disregard the necessity of receipts for expenditures under \$50. A memo has been forwarded to the Director suggesting that the matter be reconsidered.

14. Retirements During the Month of November.

25X1A



MS 23 Nov

MC 7 Nov

Civil Service

25X1A



MS 9 Nov

15. There is a book dispatch in coordination on T&A's, pointing out to the field the necessity to properly certify or authenticate T&A's, particularly overtime claims.

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